

EDITED TASK LISTING

CLASS: Captain, Youth Authority

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Manages and supervises the total security and safety operations for the facility utilizing the Institutions and Camps Manual (I & C), California Code of Regulations (CC&R), Title 15 – Division Four, Youth Authority Manual (YAM), Facility Operations Manual, etc. as directed by the Superintendent and/or as required..
2.	Responsible for command operations during emergency situations utilizing Division of Juvenile Justice (DJJ) staff, the Facility Multi-Hazard Emergency Plan (MHEP), etc. to ensure a safe and timely resolution to emergency situations as directed by the Superintendent and/or as required.
3.	Participate in various meetings/committees/teams (e.g., Executive Staff, Institutional Force Review Committee, Safety Committee, Staff Assault Committee, Juvenile Justice Administrative Committee [JJAC], etc.) in order to develop policies and procedures, provide two-way communication with various disciplines and executive staff, recommendations, enhance institutional efficiency, ensure the overall safety and security of the facility, etc. utilizing effective communication skills, staff expertise, professional knowledge and experience, court mandates, Legislative mandates, I&C Manual, etc. as directed by the Superintendent and/or as required.
4.	Review and critique Use of Force incidents in order to ensure compliance with and application of the Department's Use of Force policies, procedures and training by recommending the need for follow-up or corrective action, etc. utilizing Departmental policies and procedures, etc. as required.
5.	Oversee all departmental staff in the control and accountability of keys, locks, equipment, and security devices in order to maintain a safe and secure environment, etc. utilizing inspections, work orders, etc. and to comply with I&C Manual, departmental policies and procedures, etc. as directed by the Superintendent and/or as required.
6.	Oversee all departmental staff in the use of the emergency alarm systems, etc. in order to ensure staff monitors and tests emergency alarm systems (e.g., personal alarm devices/locator (PALs), fire, code, etc.), staff responds as necessary, etc. utilizing training, I&C Manual, Facility Operations Manual, departmental policies and procedures, etc. as directed by the Superintendent and/or as required.
7.	Informs the public and other agencies about the programs of the facility to provide knowledge and understanding of the Departmental Mission utilizing established policy program statements on an on-going basis.
8.	Manages the security and youthful offender supervision standards to ensure a healthy and safe environment utilizing the Institutions and Camps Manual (I & C), California Code of Regulations (CC&R), Title 15 – Division Four, Youth Authority Manual (YAM), Facility Operations Manual, etc. as required.

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9.	Oversee custody staff in the armory functions (e.g., inventory, maintenance, inspection, procurement, scheduling of qualifications, reporting, issuance, etc.) of weapons and equipment (e.g., radios, restraint, vests, escape kits, etc.) in order to maintain accountability, staff maintain current qualifications, ensure weapons and equipment are functioning properly, etc. utilizing I&C Manual, Facility Operations Manual, laws, rules, regulations, departmental policies and procedures, etc. as directed by the Superintendent and/or as required.
10.	Manages the training officer for training of all staff to ensure that security procedures are understood and adhered utilizing I&C Manual, Office of Field Training, etc. on an on-going basis.
11.	Oversee custody staff in the security of the offsite medical facilities and hospital details to include establishing local policies and procedures, conducting on-site inspections, training, security, contract, jurisdictional and staffing concerns, determining evacuation routes, etc. with outside hospitals, law enforcement agencies, etc. in order to ensure a safe secure off site medical operation, etc. utilizing outside agencies, mutual aid agreements, contracts, effective communication skills, laws, rules, regulations, CCR Title 15 – Division Four, I&C Manual, departmental policies and procedures, etc. as directed by the Superintendent and/or as required.
12.	Works with treatment staff as a specialist in security procedures to ensure consistent application for all programs and events in the facility utilizing I&C Manual, Facility Operations Manual, etc. as need.
13.	Oversee custody staff in the transportation of wards in order to ensure public/staff/wards safety, staff are appropriately equipped, trained (e.g., knowledgeable of emergency procedures, security/escape risks, various communication systems/skills, defensive driving techniques, universal precautions, etc.), utilizing various equipment, laws, rules, regulations, policies and procedures, etc. as directed by the Superintendent and/or as required.
14.	Confers with and advises security and treatment staff on disciplinary and problem cases as they relate to the security of the facility to ensure a safe and effective plan utilizing staff expertise, I&C Manual, etc. on an on-going basis.
15.	Oversee custody staff in the approval and denial processing of ward visitors, volunteers, vendors, etc. in order to ensure safety and security of the facility, etc. utilizing a gate clearance, Criminal Information Index (CII) and Livescan clearances, Automated Visitor Information System, CCR Title 15, I&C Manual, departmental policies and procedures, etc. as directed by the Superintendent and/or as required.

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16.	Reviews the investigation of, and makes recommendations for, disposition of youthful offender ward's rights issues by ensuring the provision of established procedural safeguards set forth by I&C Manual and CCR – Title 15 – Regulation Four, etc. as directed by the Superintendent and/or as required.
17.	Oversee custody staff and approve recommendations for the placement of wards on contraband watch in order to minimize the introduction of contraband into the correctional setting, retrieve evidence, etc. utilizing various reports (e.g., confidential reports, intelligence gathering, investigative reports, etc.), I&C Manual, Facility Operations Manual, departmental regulations, policies and procedures, etc. as directed by the Superintendent and/or as required.
18.	Participates in the recruitment, hiring, training, apprenticeship program and supervision of security and non-custody support staff to ensure vacancies are filled in a timely manner, by qualified candidates, utilizing the State Personnel Board's policies and procedures, etc. as directed by the Superintendent and/or as required.
19.	Represent the Department, in formal or informal settings, regarding legal proceedings, subject matter expertise, State Personnel Board hearings, workers compensation hearings, labor negotiations/arbitration, legislative hearings, meetings, conferences, etc. in order to obtain and report information and/or represent the interest of the Department, etc. utilizing personnel/investigative records, interpersonal skills, professionalism, personal expertise, etc. as directed by the Superintendent and/or as required.
20.	Evaluates the performance of subordinate staff to ensure the standard level of performance relating to the current job assignments utilizing staff's training plan, probationary reports, performance appraisals and Individual Development Plan on an on-going basis.
21.	Initiates or effectively recommends appropriate disciplinary or other remedial action to prevent and correct substandard performance utilizing the Progressive Discipline Manual, Departmental Operations Manual (DOM) – Article 22, etc. as directed by the Superintendent and/or as required.
22.	Conduct administrative inquiries into allegations of misconduct by employees to determine/establish objective facts related to allegations, misconduct, complaints, etc. utilizing past training, I&C Manual and established formats as directed by the Office of the Superintendent.
23.	Review the budget for security operations to ensure expenditures are appropriated correctly for the security section within authorized budget allocations utilizing post assignment schedule, funding blankets, etc. on an on-going basis.

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24.	Oversee the purchase of equipment and supplies by subordinate staff to ensure compliance with the I&C Manual, Bargaining Unit 6 Memorandum of Understanding (MOU), State Administrative Manual (SAM), etc. on an on-going basis.
25.	Act for the Superintendent or Assistant Superintendent in his/her absence to ensure the operation of the facility to be available for members of the public, report incidents to the Division of Juvenile Justice, etc. by utilizing the Institutions and Camps Manual (I & C), California Code of Regulations (CC&R), Title 15 – Division Four, Youth Authority Manual (YAM), Facility Operations Manual, etc. as required.
26.	Operates a motor vehicle as necessary during the course of State business adhering to State driving laws, etc. as required.
27.	Represents the facility in contacts with local law enforcement agencies regarding mutual aid utilizing the I&C Manual, policies and procedures, etc. to ensure appropriate response as directed by the Superintendent and/or as required.